Caldew Lea Primary School

CLPS Persistant Absence Procedure

Cumbria Education Trust

Identifying students

Using current and historical data students identified at risk of PA

Attendance concern phone calls, home visits and attendance concern letters actioned and recorded on/documents attached to CPOMS but no improvement in attendance

Aim of Plans - SUPPORT, SUPPORT, SUPPORT.

Prosecution is a last resort

Attendance Plan invitation

Both child's parents/carers who have legal parental responsibility are to be invited to an attendance plan meeting.

Letter should be supportive and include following: Risk of prosecution/ if parents fail to attend plans will be made in their absence /offer parents to make alternative appointment

Liaise with other local schools to ascertain attendance of siblings.

Attendance Action Plan

Summary of concerns

Minutes: Who attended, discussion (using signs of safety) - What's going well, concerns, well-being goals

Agreed actions and plan (which may be an Education Engagement Plan) signed by all present (target attendance for agreed number of wks, other interventions, medical evidence, unauthorised absence, home visits

Parents should receive a hard copy of plan with a covering letter including review date, reminder of risk of prosecution, if parents fail to attend plans will be made in their absence, offer parents to make alternative appointment. Record on CPOMS

Weekly meetings are then held with students on the plan and students track their attendance over the agreed period. Throughout the programme, contact with home is maintained to give weekly updates of progress

Attendance Action Plan Review 1

Review of agreed Actions.

Targets met - plan closed.

SPO to monitor.

Targets not met - continue plan or initiate an Early Help Assessment. Possibly discuss with secondary if siblings have attendance concerns.

Summary of concerns

Minutes : Who attended, discussion (using signs of safety) - What's going well, concerns, well-being goals

Agreed actions (target attendance for agreed number of wks, other interventions, medical evidence, unauthorised absence, home visits

Parents should recieve a hard copy and a covering letter with review date, reminder of risk of prosecution, if parents fail to attend plans will be made in their absence, offer parents to make alternative appointment. Record on CPOMS

If Early Help begun - agencies should be should be invited to reviews

Weekly meetings are held with students on the plan and student track their attendance over the agreed period. Throughout the programme, contact with home is maintained to give weekly updates of progress

Attendance Action Review 2 Early Help Action Plan

Review of agreed Actions.

Targets met - plan closed.

SPO to monitor.

Targets not met - Early Help Action Plan or refer to Access and Inclusion Officer

Summary of concerns

Minutes : Who attended, discussion (using signs of safety) - What's going well, concerns, well-being goals)

Agreed actions (target attendance for agreed number of wks, other interventions, medical evidence, unauthorised absence, home visits

Parents and agencies should recieve a hard copy and a covering letter with review date, reminder of risk of prosecution, if parents fail to attend meeting, plans will be made in their absence, offer parents to make alternative appointment. Record on CPOMS

Students at Early Help level may have outside agency intervention to support attendance e.g. counselling,Family Action, Health

If no agencies yet (ie on waiting lists) SPO's will support with weekly meetings

Referral to Access and Inclusion Officer

Inform parents of referral

Complete Attendance Referral form

Provide: EHA (or other school based assessment)/Action Plans/referral to EH panel

Registration Certificates

Letters home to include warning of possible legal action

Phone calls

Homevisits

Meetings in school

If evidence/information meets the requirements for an Attendance Review Conference (ARC) a date will be agreed with the Access and Inclusion Officer inviting parent/s to attend along with school staff. Where further intervention/information is deemed necessary the Access and Inclusion Officer will make contact with school to discuss the case within 10 working days.